



**Application Packet  
Service Academy Nominations  
Class Entering Summer of 2005**

Senator Kay Bailey Hutchison  
ATTN: Academy Coordinator  
300 East 8<sup>th</sup> Street  
Suite 961  
Austin, Texas 78701  
Phone: (512) 916-5834  
Fax: (512) 916-5839

Email: [academy@hutchison.senate.gov](mailto:academy@hutchison.senate.gov)  
Website: <http://hutchison.senate.gov>

# KAY BAILEY HUTCHISON

*United States Senator • Texas*

A note from Senator Hutchison:

Thank you for contacting me about a nomination to one of our nation's Service Academies, which provides a unique opportunity to serve our country in the Armed Forces. Although I am able to make only a few nominations each year, those decisions are among the most important and difficult I make as your United States Senator. Because of the limited number of nominations a Senator has, you should also contact Senator Cornyn and your Member of Congress about their nomination process.

Should you have any questions, I hope you will not hesitate to contact my office. I look forward to receiving your information and thank you again for your interest.

Sincerely,



Kay Bailey Hutchison

## **General Information**

Each Congressional office uses a selection process for academy nominations designed to fulfill its own criteria and standards. The various procedures are often confusing to those who apply to more than one source. Misunderstandings and error can be avoided by carefully reading the instructions of each office to which you apply. Service academy nominations by Senator Hutchison are handled by our Austin office. Please feel free to contact that office should you have any questions or need assistance in completing the process.

**PLEASE NOTE:** By signing Senator Hutchison's application, you are acknowledging and accepting responsibility for the requirements set by our office. It is YOUR responsibility to submit all required information by October 27, 2004.

Because of the extreme competition for Service Academy nominations, you are encouraged to apply to every nominating authority which applies to you. You should apply to both U.S. Senators for Texas as well as your local Congressman. Senators nominate from an applicant pool based on the entire state and Congressmen nominate from applicants domiciled in their Congressional districts. Applicants may apply for nominations from both their United States Senators and from their U.S. Representative (only one nomination is necessary to receive an appointment). Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. Should your eligibility allow, you may also apply with the office of the President of the United States.

Each United States Senator is able to select only a few nominees each year. Candidates who apply to Senator Hutchison will be considered on the basis of academic performance, leadership potential, extracurricular activities, an essay stating why you want to attend a service academy and 2 completed evaluation forms. In order to ensure that each candidate who contacts Senator Hutchison receives fair and impartial consideration, an all-volunteer Academy Selection Board evaluates applications and then provides Senator Hutchison with their recommendations.

## **Requirements**

*\*all information listed below is required for an application packet to be complete and must be returned at one time in order for an individual to be considered for nomination.*

**Residency:** Senator Hutchison will only nominate applicants who are domiciled in the state of Texas. You must be a legal resident of Texas. By signing Senator Hutchison's application, you will be verifying you are a legal, domiciled resident of Texas.

**Age:** You must be at least 17 years old by July 1 of the year of your induction but not have passed your 23rd birthday. (Ideally, you should be contacting Senator Hutchison's office at the beginning of your senior year of high school.)

**Application Form:** The enclosed 2 page application form should be completed, signed, and returned by you.

**Evaluation Form:** You must include 2 completed evaluation forms in your packet. People who know you well such as a teacher, counselor, minister, coach, employer or scoutmaster should complete these forms. Please do not have family members complete these forms. When completed, it should be returned to you in a sealed envelope with the evaluator's signature across the seal. It is your responsibility to ensure these forms are completed in a timely manner and included in your packet.

**Official High School Transcript:** You must include an official high school transcript through at least 6 semesters. High school **numerical rank/class size** and **GPA MUST** be included on this transcript. Without this information on your transcript, your file will be considered incomplete. Should your school not rank students, you must have the counselor or principal denote this on your transcript. You should also see that your counselor denotes what scale your GPA is calculated on (e.g. 3.2 / 4.0, 5.7 / 6.0, etc.).

SAT/ACT scores will be accepted on high school transcript (*see standardized test results portion for more information pertaining to acceptance of test scores*).

**Standardized Test Results:** In order to be considered for a nomination, you must have taken the SAT/ACT prior to October in order to meet our October 27, 2004 deadline. If your SAT/ACT scores are included on your high school transcript, no other documentation will be necessary. NOTE: Not all high schools include standardized test results on transcripts. It will be your responsibility to insure they are included if you do not plan on sending further documentation of test scores.

You may take these tests several times to try to improve your scores – your highest scores will be accepted through October 27, 2004.

\*ID codes: SAT -0261/ACT-7186

**Essay:** A 250 word typed essay stating the reason you want to attend a service academy must be included.

**Resume:** Your resume should include school and community activities, athletic participation, honors, awards, after school and summer jobs, etc.

**Other Transcripts:** If you have graduated from high school and attended classes at another school or university, you must include a transcript for those classes with your packet.

**Photo (optional):** You may staple a photograph of yourself to the first page of the application; however, this step is optional.

**Deadline:** Please send completed packets to:

Senator Kay Bailey Hutchison  
Attn: Academy Coordinator  
300 E. 8th Street  
Suite 961  
Austin, Texas 78701

**All information must be received by Wednesday, October 27, 2004 and must be submitted as a package. Materials sent in at separate times will not be accepted.**

STAPLE PHOTO HERE (Optional)

LAST NAME: \_\_\_\_\_

## SERVICE ACADEMY APPLICATION FORM

RETURN TO: **SENATOR KAY BAILEY HUTCHISON**  
**961 Federal Building**  
**300 East 8<sup>th</sup> Street**  
**Austin, Texas 78701**

Please print or type

FULL NAME: \_\_\_\_\_  
(Last) (First) (Middle) (how you would like to be addressed)

PERMANENT TEXAS ADDRESS AND TELEPHONE NUMBER:

MAILING ADDRESS AND TELEPHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

I reside in the county of: \_\_\_\_\_

My e-mail address is: (optional) \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

DATE OF BIRTH (MM/DD/YY): \_\_\_\_\_

NAME OF PARENTS/GUARDIAN: \_\_\_\_\_ WORK PHONE NUMBER(S): \_\_\_\_\_

NAME OF HIGH SCHOOL: \_\_\_\_\_

COUNSELOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

I am also requesting a nomination from the office of: \_\_\_\_\_

ACADEMIES IN ORDER OF PREFERENCE:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

**IMPORTANT: ALL OF THE FOLLOWING INFORMATION MUST BE IN OUR OFFICE BY OCTOBER 27, 2004. ALL ITEMS LISTED BELOW ARE REQUIRED TO BE SENT IN AT ONE TIME.**

- 1) SERVICE ACADEMY APPLICATION FORM (2 PAGES)
- 2) OFFICIAL HIGH SCHOOL TRANSCRIPT (SCHOOL MUST CALCULATE GPA AND RANK).
- 3) SAT OR ACT SCORES (ID CODES - SAT-0261/ACT -7186). Scores on an official high school transcript are acceptable.
- 4) 250 WORD TYPED ESSAY STATING WHY YOU WANT TO ATTEND A SERVICE ACADEMY.
- 5) TYPED RESUME - INCLUDE SCHOOL AND COMMUNITY ACTIVITIES, ATHLETIC PARTICIPATION, HONORS, AWARDS, AFTER SCHOOL/SUMMER JOBS, ETC.
- 6) 2 COMPLETED APPLICANT EVALUATIONS. (to be completed by teacher, counselor, athletic coaches, etc.).
- 7) Recent Photo (optional)

PRIVACY ACT OF 1974: Senator Hutchison, please monitor my progress in seeking an appointment to the academy. I hereby consent for the academy to divulge information from my records for that purpose.

Please Read:

**BY SIGNING THIS APPLICATION, I AM ACKNOWLEDGING THE FOLLOWING: I HAVE READ THIS ENTIRE APPLICATION AND ALL REQUIRED MATERIALS ARE INCLUDED. I ACKNOWLEDGE THAT IF I HAVE NOT SUBMITTED ALL OF THE NECESSARY DATA BY OCTOBER 27, 2004, I WILL NOT BE GIVEN CONSIDERATION FOR THE NOMINATION. I ALSO CERTIFY THAT I AM A LEGAL RESIDENT OF TEXAS.**

Date: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Please check items you have enclosed and fill in blanks to the best of your knowledge.

	Checklist	Enclosed (please check)	Comments
1.	Application Form page 1	_____	
2.	Application Form page 2	_____	
3.	Official High School Transcript (w/ GPA and Rank)  GPA is _____ on a scale of _____  Rank is _____ on a scale of _____	_____	Note here if your school does not rank  _____
4.	SAT (ID code SAT = 0261)  Best combined _____  Best verbal _____  Best math _____	_____	We will update your file if you retake
5.	ACT (ID code ACT = 7186)  Best composite _____  e _____ m _____  r _____ s _____	_____	
6.	Essay	_____	
7.	Resume	_____	
8.	2 Applicant Evaluations	_____	
9.	Photo (optional)	_____	

If you have college credit:	
What is name of college or university?	
Are you attending an academy prep school?	USAFAPS _____ USMAPS _____ USNAPS _____ Other _____
Attending college on an academy scholarship?	Falcon _____ Foundation _____ Other _____

Our office does not conduct interviews. Remember your completed file should be in our office by October 27, 2004.

**Austin Phone: (512) 916-5834**  
**Austin Fax: (512) 916-5839**  
**Homepage: <http://hutchison.senate.gov>**  
**E-mail: [academy@hutchison.senate.gov](mailto:academy@hutchison.senate.gov)**

## Applicant Evaluation Form

Senator Kay Bailey Hutchison (TX)

2005 Application for Nomination to a U.S. Service Academy

*To be completed by a school counselor/principal/teacher, employer, community leader, scoutmaster, religious leader, etc.*

**Note to Student: You must turn in TWO Completed Personal Recommendation Forms with your packet. Your Packet will be Incomplete if these are not included.**

\_\_\_\_\_  
Printed Name of Applicant (Last, First, Middle)

The person named above is applying for a nomination to a United States Service Academy through Senator Hutchison's office. We understand that your time is valuable and we appreciate your help in our selection process. The academies provide a college education and training for students to become a commissioned officer in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best qualified candidates. Each student evaluation must be received in our office by October 27, 2004. Please assist the student in meeting this deadline. Additional pages will be accepted, but are not required.

1. How long have you known the applicant and in what capacity?
  
  
  
  
  
  
  
  
  
  
2. Describe the applicant's talents, strengths, and leadership qualities.
  
  
  
  
  
  
  
  
  
  
3. What are the applicant's weaknesses?
  
  
  
  
  
  
  
  
  
  
4. How does the applicant handle stressful and challenging situations? Has the applicant encountered failure and how did he/she manage the situation?
  
  
  
  
  
  
  
  
  
  
5. Are you aware of any personal circumstances that could affect the applicant's performance at the academy?
  
  
  
  
  
  
  
  
  
  
6. Describe the applicant's relationship with his/her peer group? Does he/she stand out among peers? Does he/she have the ability to get along well with others?

*To the evaluator: Please return this completed form in a sealed envelope with your signature across the flap to the applicant for inclusion in his/her application packet. Thank you again for your time.*

Name (signature) \_\_\_\_\_

Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

## Applicant Evaluation Form

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Name (signature) \_\_\_\_\_

Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_



## Helpful Information

The academies provide specific guidelines for applicants who may be eligible to be considered for an appointment. A candidate must be an American citizen by the date of induction into an academy and be of good moral character. To obtain catalogs and other specific information on the academies, you should contact the academy of your choice directly:

U.S. Air Force Academy  
HQ USAFA/RRS  
2304 Cadet Drive, Suite 200  
USAFA, CO 80840-5025  
(800) 443-3864 or (719) 333-2520  
Homepage <http://www.usafa.edu>

U.S. Naval Academy  
Dean of Admissions  
117 Decatur Road  
Annapolis, MD 21402-5017  
Phone: (410) 293-4361  
Homepage <http://www.usna.edu>

Admissions Office  
U. S. Merchant Marine Academy  
Steamboat Road  
Kings Point, NY 11024-1699  
Phone: (800) 732-6267  
Homepage <http://www.usmma.edu>

Director of Admissions  
U. S. Military Academy  
606 Thayer Road  
West Point, NY 10996-1797  
Phone: (800) 822-2769  
Homepage <http://www.usma.edu>

The United States Coast Guard Academy (USCGA) tenders appointments solely on the basis of an annual nationwide competition. Congressional nominations are not required. You should contact the Academy directly at the following address, and all information concerning USCGA admission must be sent directly to the Academy:

United States Coast Guard Academy  
Director of Admission  
New London, Connecticut 06320-4195  
(800) 883-8724  
Homepage <http://www.cga.edu>

The U.S. Air Force, Military, and Naval Academies require you be at least 17 years old, but not have passed your 23rd birthday by July 1st of the year of induction. A candidate must be unmarried with no dependents. The U.S. Merchant Marine Academy requires you be at least 17 years old, but not have passed your 25th birthday by July 1st of the year of induction. A cadet may be married, but couples may not be domiciled either on or off campus.

All Academies require you pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you apply will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies. A service academy medical examination must be passed before a candidate can receive an appointment. The most frequently encountered problem areas include:

Visual Acuity: All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye.  
Color Vision: Color blindness, complete or partial, can be cause for disqualification  
Asthma: Any history of asthma may also cause for disqualification

NOTE: Graduation from a United States Service Academy obligates you to serve 5 years of Active Duty Service.